

BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

TIME CERTAIN
REQUESTED

Meeting Date: April 21, 2004

Division: BOCC

Bulk Item: Yes ☐ No ☒

Department: DISTRICT 5

AGENDA ITEM WORDING: Report by Colin Baenziger on the status of the County Administrator search

ITEM BACKGROUND: Recruitment schedule is attached

PREVIOUS RELEVANT BOCC ACTION:

CONTRACT/AGREEMENT CHANGES:

STAFF RECOMMENDATIONS:

TOTAL COST: N/A

BUDGETED: Yes ☐ No ☐

COST TO COUNTY:

SOURCE OF FUNDS:

REVENUE PRODUCING: Yes ☐ No ☐ AMOUNT PER MONTH Year

APPROVED BY: County Atty ☐ OMB/Purchasing ☐ Risk Management ☐

DIVISION DIRECTOR APPROVAL:

Murray E. Nelson
MAYOR MURRAY E. NELSON

DOCUMENTATION: Included ☒ To Follow ☐ Not Required ☐

DISPOSITION:

AGENDA ITEM # 91

Monroe County Administrator Recruitment Schedule

The following outlines the key dates in the County Administrator Recruitment Schedule.

March 22, 2004	Begin meeting with Commissioners and staff. Develop advertisements, requirement schedule and draft compensation package.
March 25th	Place advertisement in the publications of the International City/County Management Association, National Association of Counties, the Florida Association of Counties, the Florida League of Cities, the Florida City/County Management Association and Ken Small's CM's.
April 5th (approximately)	Advertisements are all running
April 21st	Update Commission at regular Board Meeting
April 23rd	Closing date for Applications
May 18th	Consultant meets individually with the commissioners and presents candidate information
May 19th	Consultant makes for presentation to the Commission and Commission selects finalists
June 4th	Reception for commissioners, candidates and spouses
June 5th	Commission interview finalists
June 9th	Commission selects the County's next Administrator
June 16th	Commission approves contract during regularly scheduled meeting
To Be Determined	Administrator starts

Note: Often another 30 to 45 days elapse between the time the contract is approved and the time the Administrator can start.